



Department of Corrections  
**ADMINISTRATIVE BULLETIN**

**Subject: ANNUAL TRAINING  
AGREEMENTS**

**Number:**

**97/12**

**Date Issued:**

**August 25, 1997**

**Cancelled Effective:**

This Administrative Bulletin announces a change to the Department Operations Manual (DOM), Section 32010 concerning the CDC Form 909, Annual Training Agreement. Effective immediately the completion of the CDC Form 909 is no longer required.

Employee training needs will now be documented on the Standard Form 637, Individual Development Plan. The Standard Form 637 is part of the annual employee appraisal process and identifies the employee's training and development goals for the following year. Training needs for Apprentice Correctional Officers will be documented on CDC Form 1827, Correctional Officer Report of Performance. The specific training needs identified will be provided in accordance with departmental, facility, and regional priorities and resources (DOM, subsection 32010.16).

Please see that all personnel concerned are informed of the contents of this bulletin, which shall remain in effect until incorporated into DOM. Please direct any inquiries regarding this bulletin to Mary R. Williams, Assistant Chief, Training Services Branch, at (209) 333-6970.

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